

LOCATE CHECKLIST

The NCP's location is unknown, CSS has made diligent effort using multiple sources and all have been unsuccessful and there has been a three (3) year period and there is sufficient information to initiate automated locate efforts, or a one (1) year period and there is not sufficient information to initiate automated locate efforts.

The following manual and/or automated locate sources have been utilized and results are unsuccessful:

- ☐ FPLS screen was reviewed for possible address and/or employer.
- ☐ CSENet quick locate was sent to another possible state of residence.
- ☐ Locate Data Sheet (quick locate) was sent to another possible state of residence.
- ☐ EPICS was reviewed for possible address and/or employer.
- ☐ Department of Labor screens were reviewed for possible address, unemployment benefits and/or employer.
- ☐ Department of Transportation screens were reviewed for possible address and/or license information.
- ☐ State Tax Commission was contacted for address, assets and/or employer information from tax returns.
- ☐ Social Security Administration was contacted for verification of the NCP's SSN.
- ☐ FCRQ screen reviewed for possible case in another state.
- ☐ Contacted all known current and past employers.
- ☐ USPO has been contacted for verification of possible addresses and/or forwarding addresses.
- ☐ ILETS (if available) has been checked for issuance of licenses in other states.
- ☐ Contacted FIDM unit to check for possible bank accounts on interface. Made follow up contact with any known financial institutions.
- ☐ Contacted law enforcement agencies (sheriff, county jails, prisons, parole officers) when appropriate (if NCP was ever incarcerated).
- ☐ Made quarterly attempts to locate NCP for three (3) years if sufficient information has been received to initiate automated locate efforts.
- ☐ Made quarterly attempts to locate NCP for one (1) year if sufficient information has not been received to initiate automated locate efforts.
- ☐ Conducted at least one (1) interview (annually) with the CP in person or by telephone. If attempts to contact CP are unsuccessful, contact the CP by mail.
- ☐ All locate efforts have been narrated. CSS should use narration code "LO001".